



## Job Description – Resource Manager

Position Title Resource Manager, Winchester School  
 Reports to Deputy Principal, Principal  
 Working relationships Internal: All staff.

### Purpose of the position:

<i>Key Responsibilities</i>	<i>Specific Tasks and Duties</i>	<i>Appraisal Indicators</i>
<b>School library</b>	<ol style="list-style-type: none"> <li>1. Purchase books for the library</li> <li>2. Process new books purchased for the library</li> <li>3. Mend library books</li> <li>4. Be an active member of the Library Committee</li> <li>5. Organise and train librarians</li> </ol>	The library is a well-maintained learning space.
<b>School resources</b>	<ol style="list-style-type: none"> <li>1. Process any new resources that come into the school in a timely manner</li> <li>2. Keep staff informed of new resources</li> <li>3. Provide laminating services one day per week for school resources</li> </ol>	School resources are processed and available to staff in a timely manner.
<b>Staffroom</b>	<ol style="list-style-type: none"> <li>1. Purchase milk and biscuits for staff morning tea</li> <li>2. Prepare morning tea for staff so it is ready at 11.00am each day</li> <li>3. Empty the dishwasher at 12.30pm each day (then report to the office by 12.45pm)</li> <li>4. Tidy the staffroom at the end of interval</li> <li>5. Assist with the setting up of birthday or other special celebrations</li> </ol>	The staffroom is a well-maintained space.
<b>School office</b>	<ol style="list-style-type: none"> <li>1. Report to the office by 9.15am until 9.30am each day to assist with student absences when needed</li> <li>2. Report to the office by 12.45pm until 1.15pm each day to manage the school office</li> <li>3. Make lunches for any student needing additional food</li> </ol>	The office functions efficiently at all times.

**Skills and Abilities:**

Requirements include:

1. An ability to work in an independent manner to identify and resolve problems.
2. An ability to maintain a well-organised workspace.
3. The ability to effectively communicate and build relationships with all staff, students and community.
4. A collaborative approach to teamwork across the school.
5. Moderate knowledge of ICT skills.

**General Responsibilities:**

To adhere to the school's policies and procedures, with particular reference to the Health and Safety policy and the Privacy policy.

<b>Elements of the Role: (TO BE COMPLETED BY PRINCIPAL)</b>				
Level of knowledge and skill	1	2	3	4
Degree of problem-solving ability	1	2	3	4
Degree of freedom to act independently	1	2	3	4
Degree of accountability	1	2	3	4
Level of supervision and/or management	1	2	3	4

**Declaration**

Approved by: Bede Gilmore, Principal

Date approved: 15 June 2020


**SIGNED:****NAME:****DATE:**

Reviewed: